



DEPARTMENT OF THE ARMY

U.S. Army Corps of Engineers
WASHINGTON, D.C. 20314-1000

REPLY TO
ATTENTION OF:

CEIM-IR (25-1i)

14 JAN 1999

MEMORANDUM THRU All HQUSACE Elements and USACE Commands,
ATTN: Directors and Chiefs of Information Management

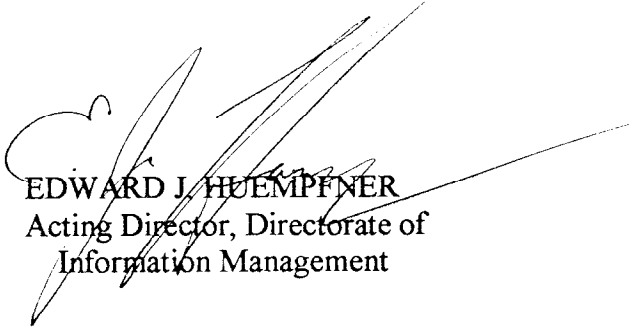
FOR Records Managers/Official Mail Managers

SUBJECT: Unauthorized Uses of Appropriated Funds for Postage

1. Reference ~~TAPC-PDD-PR~~ memorandum, dated 13 Nov 98, SAB.
2. We must ensure that appropriated funds for postage are used only for official Government business. See Enclosure 1 for a listing of unauthorized uses of appropriated funds for postage as covered in DOD Official Mail Manual, July 1987 and AR 25-51, dated 30 Nov 92. If any mailings meet these criteria, they should not be processed, but returned to the sender.
3. HQUSACE point of contact for this action is Dianne Barnes, Official Mail Manager, at (202) 761-5021 or DSN 763-5021. E-mail address is celia.d.barnes@mail.usace.army.mil.

FOR THE COMMANDER:

Enclosure


EDWARD J. HUEMPFNER
Acting Director, Directorate of
Information Management

CF: District Commands

CEIM-IR (25-li)

SUBJECT: UNAUTHORIZED USES OF APPROPRIATED FUNDS FOR POSTAGE

1. Matter that is not exclusively U.S. Government business.
2. Official material, such as daily, weekly, and housing bulletins containing unofficial information.
3. Information sent by DOD Components about non-mandatory events. Use the correspondence distribution center, the installation bulletin or newspaper, or other methods to distribute this type of information.
4. Fund drives not officially endorsed by DOD or the DOD Component concerned. Business Reply Mail and Merchandise Return Service shall not be used on officially endorsed drives.
5. Mailings by or for private associations, such as unit associations, wives clubs, Boy Scouts, etc.
6. Mailings pertaining to events or services provided that generate revenue (income).
8. Mailings containing social items such as ethnic recipes, birth announcements, and bowling league scores.
9. All similar matters that do not relate exclusively to the business of the U.S. Government.

Enclosure